

GENERAL ACCOUNTING SUPERVISOR

- Phoenix -

Starting Salary: DOE

The Arizona State Retirement System is seeking a proactive individual with direct work experience and advanced responsibilities in coordinating and supervising accounts payable/receivable and payroll functions.

THE POSITION duties:

- Manage technical and professional staff responsible for accounts payable and receivable, payroll, travel, fixed assets, general ledger transactions, and account reconciliations
- Exercise independent judgment in resolving issues
- Review/analyze/audit/reconcile financial activities/ledger accounts
- Prepare schedules, work papers and research to be used in support of the Comprehensive Annual Financial Report
- Analyze business procedures and processes; recommend and implement improvements
- Ensure compliance with applicable federal/state legislation
- Evaluate and maintain internal control structure
- Determine deadlines and make appropriate assignments to ensure processing timelines are met
- Manage long and short term special projects

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of accounting principles (GAAP), policies, internal controls and procedures, multiple ledger structure
- Ability to establish and maintain effective working relationships with subordinates, colleagues, and managers
- Ability to handle multiple projects simultaneously and use good judgment in prioritizing work assignments
- Strong analytical and problem-solving skills and demonstrated ability to be flexible, implement improvements and manage change
- Knowledge of State of Arizona statutes and accounting procedures
- Strong computer skills with emphasis on Excel, Access and governmental financial accounting systems
- Excellent written and verbal communication skills
- Preferred candidate will have a Bachelor's degree in accountancy and three to five years of increasingly responsible supervisory experience
- Familiarity with MUNIS financial management system and State AFIS system a plus

Open until filled. Interested applicants must submit a comprehensive resume to www.azstatejobs.gov.